



August 9, 2024

Lisa Frazier, AICP
Growth Management Director
City of Palm Bay
120 Malabar Road, SE
Palm Bay, Florida 32907-3009

Sent Via Email: lisa.frazier@palmbayflorida.org

Reference: LDC Update – Additional Services #2

Dear Lisa,

Inspire Placemaking Collective, Inc. (Inspire) appreciates the opportunity to submit this additional services proposal to facilitate two additional LDC workshops and attend one additional City Council hearing.

This additional services proposal is solely intended for the services described below. Use of this proposal and resulting documents, including the final deliverables, is limited to the above referenced project and client. No other use is authorized by Inspire.

Scope of Services

The following scope of services will be undertaken by Inspire.

TASK 1. WORKSHOPS

Task 1.1. Stakeholders Workshops

The Inspire Team will prepare for and facilitate an in-person workshop with stakeholders identified by staff. Inspire will also be available for one virtual follow-up meeting with stakeholders not able to attend the in-person workshop.

Subsequent to the workshop, Inspire will create a list of potential LDC changes to discuss with staff.

Task 1.2. Public Workshop

Inspire staff will prepare for and facilitate a public workshop. We propose using an Open House model where the public can stop by at any time between a block of hours to be set in conjunction with staff. We will set up stations with display boards addressing some of the most common topics and the public will be able to go from station to station learning about proposed code changes, asking questions of the team, and proposing changes to the draft LDC.

Task 1.3. LDC Draft Update

The Inspire Team will hold a virtual meeting with staff to go over the comments received at the workshops and to decide which changes can be made to the draft at this time and which changes could wait for phase 2. Based on this meeting, Inspire will proceed to make changes to the LDC draft.

TASK 1 DELIVERABLES:

- Facilitation of two (2) in-person workshops
- One (1) virtual meeting
- List of changes proposed by the workshop attendees
- Follow up meeting with staff
- Draft Update

TASK 2. PUBLIC HEARING

The Inspire Team will prepare a PowerPoint highlighting the changes made to the draft since it was first presented to City Council on August 8. We will present it to the City Council at one (1) hearing. Attendance at the second hearing and final revisions will be conducted per the original contract.

TASK 2 DELIVERABLES:

- Presentation at one (1) public hearing
- Final Draft

City Responsibilities

The CITY will be responsible for the following activities:

1. Identifying the stakeholders
2. Distributing invitations to workshops
3. Reserving meeting space

Fee

Our professional fee for the above-described services shall be a lump sum of **\$28,880** to be invoiced on a percent complete basis.

Task	Fee
Task 1. Workshops	\$22,300
Task 2. Public Hearing	\$6,580

Included in the above fees are reimbursable expenses incurred on the Project’s behalf, including mileage, printing, plotting, photocopies, reproduction, postage, long distance telephone, facsimile, express mail and/or courier services.

Inspire will bill monthly for all work performed and expenses incurred on the Project's behalf. Unpaid invoices after 30 days will accrue service charges at 1 1/2% per month and include any costs of collections and reasonable attorney's fees.

Authorization

Unless otherwise indicated, Inspire will perform this scope of services as described in the General Planning Services contract dated Jan 16, 2024.

Closure

We appreciate the opportunity to be of service to you. If you have any questions regarding the outlined scope of services, or if we may be of further assistance, please do not hesitate to contact us.

Sincerely,

Inspire Placemaking Collective, Inc.



Patricia A. Tyjeski, AICP
Principal/Project Manager